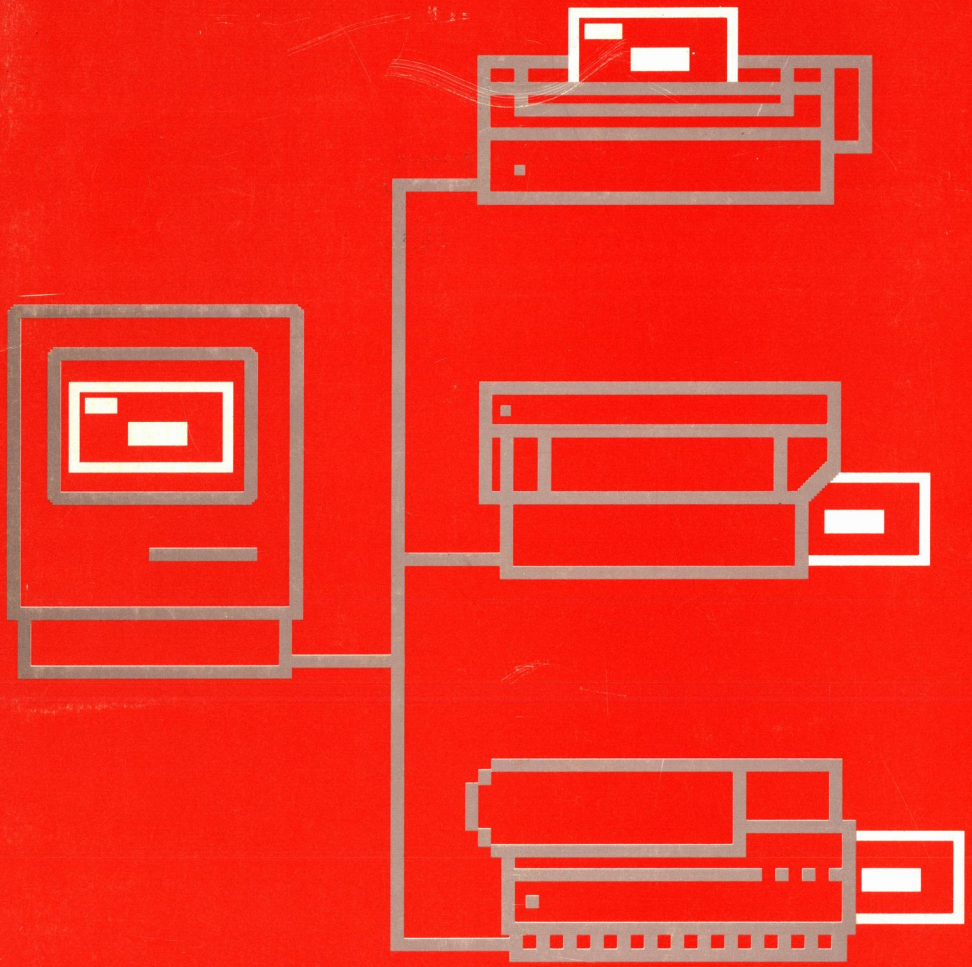

Kiwi ENVELOPES!

An Envelope Printing Desk Accessory for the Macintosh

Stop !

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For more legal information, see page 26.

Credits

KiwiEnvelopes!™ was created by John Farmer, Gary Hanson, Christopher Miller and Yann Ricard. The KiwiEnvelopes! Manual was written and produced by Jill Lee Jones and Yann Ricard. A special thanks to all our faithful beta testers — we couldn't have done it without you!!!

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KiwiENVELOPES! 3

User's Manual

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Welcome!

What KiwiEnvelopes! Is

KiwiEnvelopes!™ provides Macintosh users with a simple and easy way to print addresses and pictures on envelopes—at last!

KiwiEnvelopes! is designed to print one envelope at a time, as simply as possible. KiwiEnvelopes! saves you time by bypassing the usual print job setup dialog boxes when printing on Apple® printers. It is a desk accessory, which allows you to print envelopes without leaving your current application.

Compatibilities and Requirements

KiwiEnvelopes! supports exclusively the following two envelope sizes:

- ❑ Regular size, known as "Legal" or #10, measuring 4 1/8 x 9 1/2 in.
- ❑ Small size, known as "Letter" or #6 3/4, measuring 3 5/8 x 6 1/2 in.

KiwiEnvelopes supports the following printers:

- ❑ ImageWriter® I, II and LQ
- ❑ LaserWriter II SC, NT, NTX
- ❑ LaserWriter® and LaserWriter Plus
- ❑ GCC Technologies' PLP™ and BLP
- ❑ Most Macintosh-compatible printers, if they accept envelopes.

KiwiEnvelopes! 3.0 must run on a Macintosh 512KE or better. It was tested with System release 6.0.2. It will also run on a Mac XL with proper emulation software. General Computer's Personal Laser Printer support requires PLP driver version 2.2. This version of KiwiEnvelopes! may not be compatible with the "large menu bar option" of Radius monitors for the Macintosh SE. If you use a Radius monitor, set the menu bar option to regular size when using KiwiEnvelopes! or you may contact Kiwi Software for information regarding a special version of KiwiEnvelopes! to accommodate Radius's large menu option.

What KiwiEnvelopes! Isn't

KiwiEnvelopes! is not a mail merge program. It only deals with one "envelope order" at a time. We want to complement rather than compete with, the available mail merge software. Use a mail merge program and mailing labels when printing a large series of envelopes. KiwiEnvelopes! is designed to print on two common envelope sizes with great ease and convenience.

What You Will Learn in This Manual

Although it is designed to do a very specific job, KiwiEnvelopes! is a full-featured envelope printing tool. This manual will guide you through all of the features of KiwiEnvelopes! and tell you a few things you may not already know about the way the Postal Service handles your mail.

To begin, you will learn how to install KiwiEnvelopes! and print your first envelope, without frills or bells and whistles. You may have to acquire a little skill in convincing your printer that it actually likes printing on envelopes. After a few trial envelopes, you will get perfect results every time.

Next, this manual will introduce you to all the features we built into KiwiEnvelopes! You will learn how to do the following:

- ❑ Choose fonts and sizes
- ❑ Add a message such as "Air Mail" at the bottom of your envelope
- ❑ Save often-used return addresses, mailing addresses and messages
- ❑ Choose a default address or message
- ❑ Use a picture as an address
- ❑ Take advantage of our exclusive Autopaste™ feature to transfer addresses effortlessly from a word processor to KiwiEnvelopes!
- ❑ Take advantage of bar code printing (and see why you should)
- ❑ Look up State abbreviations or postal rate information

To do any of these things, just begin by installing KiwiEnvelopes! in your system.

Playing it Safe

Your KiwiEnvelopes! master disk is locked before shipment. A disk is locked when the square sliding tab at the top left corner of the disk is pushed towards the top, leaving a square hole you can see through. We urge you to keep your disk locked, to make a back-up copy of it, and to use the backup disk for installing KiwiEnvelopes! in your system file. A locked disk can never be modified by a disk drive. It is a very good idea to keep all of your software master disks locked at all times. This prevents accidental erasures and viral infections. It also protects you from inadvertently copying an older version of KiwiEnvelopes! over the new one.

Installing KiwiEnvelopes!

Apple's Font/DA Mover is the most common way to install KiwiEnvelopes! in your system file. Alternately, you may want to install KiwiEnvelopes! using a commercial DA manager such as Suitcase™ or Font/DA Juggler™. If you are not experienced in using Font/DA Mover to install desk accessories, see the detailed instructions in Appendix 1.

A Note to Vaccine™ Users

The installation of KiwiEnvelopes! involves adding an "MDEF" resource to the System file which will trigger a Vaccine warning. It is a perfectly normal part of the KiwiEnvelopes! installation process, and it is not a sign of viral infection. We have received reports, however, of system corruption when trying to install this resource with Vaccine active. Therefore, we strongly advise that you turn off Vaccine before installing KiwiEnvelopes!. If you are concerned about the possibility of a virus existing on your KiwiEnvelopes! disk, use a virus detection program to check the disk. Don't forget to turn Vaccine back on when you are finished installing KiwiEnvelopes!

Entering Your Personal Information and Serial Number

When you open KiwiEnvelopes! for the first time, you are presented with a dialog box that asks you to personalize your copy of KiwiEnvelopes! Enter your name and company name in the appropriate boxes. On the back of your KiwiEnvelopes! master disk is the serial number. Enter this number exactly as it appears on the disk.

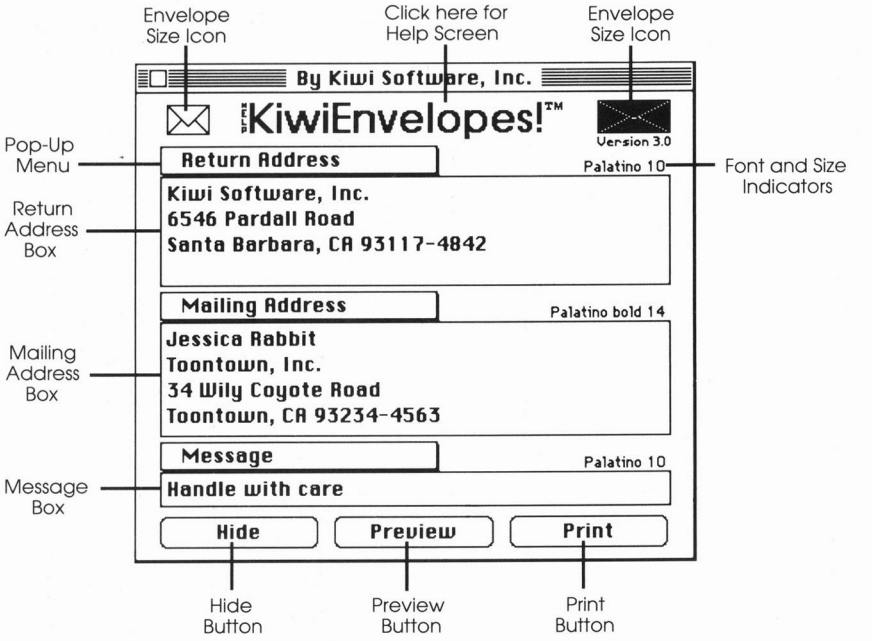
Printer Verification

KiwiEnvelopes! will save you time by setting all the printing parameters (the options from the Page Setup and Print dialog boxes) automatically for you. In order to do so, KiwiEnvelopes! must have a chance to verify your printer. When you open KiwiEnvelopes! for the first time, it is a good idea to make sure your printer is turned on and not busy.

If your printer is a LaserWriter-type printer on a network, KiwiEnvelopes! will show a message box to let you know that "printer verification is in progress." This only happens the first time KiwiEnvelopes! is exposed to a particular printer. If KiwiEnvelopes! cannot find the printer on the network, if the printer is busy, or if the printer is of a type unknown by KiwiEnvelopes!, you will notice a "center feed" check box at the bottom of the KiwiEnvelopes! Window (more on this on page 14).

First Steps

The KiwiEnvelopes! Window



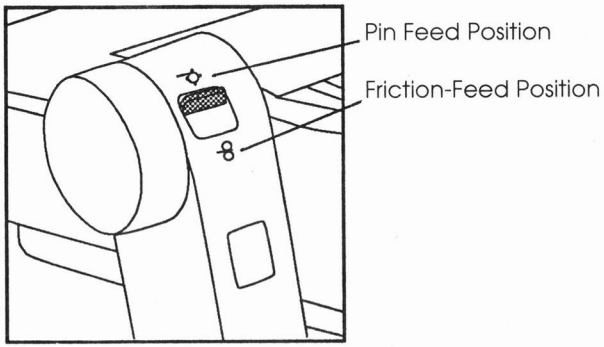
Printing Your First Envelope

- ❑ If your computer is attached to a network with several printers, select a printer using the *Chooser* DA. Be sure your printer is turned on.
- ❑ Open KiwiEnvelopes! from the menu.
- ❑ The KiwiEnvelopes! window appears (as above) and a new pull-down menu, *KiwiEnv*, is displayed in the menu bar.
- ❑ If you are not using stationery envelopes, type in your return address.
- ❑ Click or tab into the mailing address box and type in the mailing address.
- ❑ Click the *Print* button or type ⌘-P.
- ❑ Go to your printer and insert a regular business size (#10) envelope as described in the next sections.

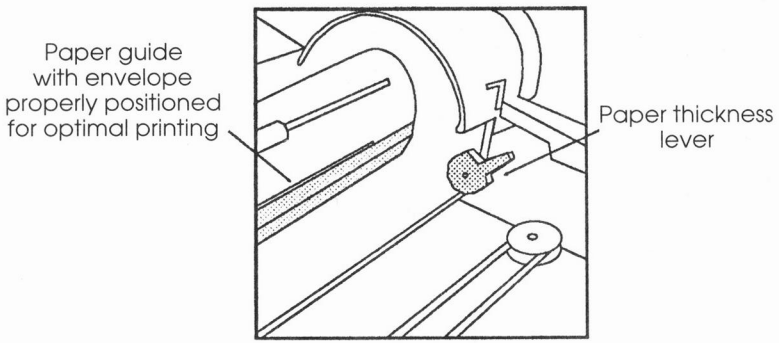
Printing Envelopes with an ImageWriter

Feeding Envelopes with the IW , IW 2, and IW 2 LQ

Set the paper release lever to the friction feed position. Feed the envelope manually, as you would in a typewriter, using the platen knob. Align the left side of the envelope with the left alignment icon/notch (ImageWriter II). Proper vertical alignment may take a bit of practice.

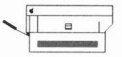


Because an envelope is thicker than a single sheet of paper, you may experience some ink smudging, particularly if your ribbon is new. Minimize this problem by using quality ribbons and (on the ImageWriter II) by adjusting the paper thickness lever for the thickness of your envelopes. The lever is at the right end of the tubular carrier rod, under the front cover.



On the ImageWriter II, best results will be obtained when the envelope is positioned flush with the top of the lower metal paper guide.

Printing Envelopes with a LaserWriter

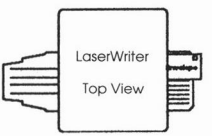


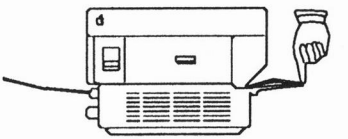
LaserWriter and LaserWriter Plus Feeding

Envelopes must be fed manually into the LaserWriter. Place the envelope face up with its flap edge against the right side of the manual feed guide.

Some LaserWriters are particular about feeding envelopes and the "Paper Jam" light might come on more often than you would like. There is nothing software can do to alleviate the problem, but a couple of tricks and a little practice can reduce jams considerably:

- Feed the envelope **after** the orange light comes on.
- To aid the feed rollers in grabbing the envelope, apply and hold very slight forward pressure on it. Let go when printer starts feeding.





LaserWriter II Feeding

Envelopes must be fed manually into the LaserWriter II, using the centering guide. Place the envelope face up with its flap edge against the right side of the center feed guide. Move the center feed guides together until they are snug on both sides of the envelope.

Using MultiFinder with Print Monitor

If you are using MultiFinder with Print Monitor, you may encounter a dialog box which asks that you confirm your request for any hand-fed job. Starting with Print Monitor version 1.2 (part of System 6.0.2), this warning can be suppressed if you find it unnecessary. To suppress the warning, open Print Monitor and choose *Preferences* from the *File* menu. This opens a self-explanatory dialog box which allows you to suppress this and other warnings.

See page 21 for more LaserWriter tips.

Using KiwiEnvelopes!

Choosing the Envelope Size

At the top of the KiwiEnvelopes! window are the envelope size selection icons. Click on the larger icon to print regular "business-size" envelopes (#10, 4 1/8 x 9 1/2 inches), or click the smaller icon to print "letter-size" envelopes (#6 3/4, 3 5/8 x 6 1/2 inches).

Choosing Fonts, Sizes, and Styles

Use the *KiwiEnv* menu to set the font, size and style for each of the three boxes. You can set each box differently. However, within a box, the font, size and style are uniform. The current font settings of a box are printed above and to the right of the box. To change the current settings, click within the box to ensure that the insertion point is currently in it and choose the desired settings from the *KiwiEnv* menu.

Your addresses and message are not displayed in the font in which they are printed. After much debate at Kiwi Software, we decided that a non-WYSIWYG* arrangement was preferable. Many of our customers use a large point size for the mailing address. If displayed as printed, lines which fit on the envelope would not fit in the screen address box. Similarly, many people use for their personal return address small fonts such as Zapf Chancery 10 point italic, which is hard to proofread on screen. We believe that, in this case, proofing legibility is more important than WYSIWYG. If you wish to see the envelope before printing, the print preview provides you with a WYSIWIG display of the final result (more on this on page 12).

Blank Box Font Setting

Whenever you change the font, size and style for a blank return address, mailing address or message box, this becomes the default font, size and style for that box. In other words, font changes in a blank box are retained.

* What You See Is What You Get

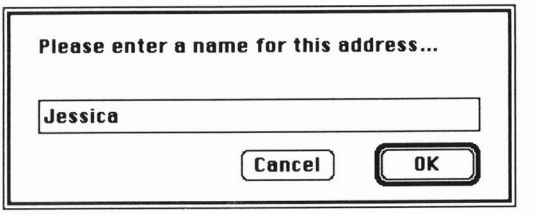
Saving Addresses and Messages

With KiwiEnvelopes you can save often-used return addresses, mailing addresses and messages. This is a convenient way to store your return addresses, mailing addresses of your bill payees and messages you use most often:

- ❑ Enter the information you wish to save in one of the address boxes or the message box.

- ❑ Select your choice of font, size and style from the *KiwiEnv* menu. Each address or message can have its own font, size and style which is saved along with the address.

- ❑ Choose *Save* from the corresponding pop-up menu. Pop-up menus appear when you click in the "Return Address", "Mailing Address" or "Message" bars.



- ❑ The dialog box pictured above opens to ask you for a short name for this address. This is the name you will use to recall the address. It will not be printed on your envelope.

- ❑ Enter a name and click the OK button.

The name of the saved address or message now appears in the pop-up menu. All names are listed in alphabetical order. The saved addresses and other information are stored in a default file named *Kiwi File 3* which is located in the System Folder.

Although we have placed no limitation on the number of names you can save, we would like to suggest that you might be doing yourself a disservice if you store more than 2-3 dozen names. If your needs are greater than that, you should consider using a full-fledged database system, which will allow you to sort and search according to complex multiple criteria. Of course, you will lose the convenience and friendly features of KiwiEnvelopes!.

Deleting Saved Addresses and Messages

Deleting a saved address or message from the menu is equally easy:

- ❑ Choose the item from the pop-up menu.
- ❑ Choose *Delete* from the pop-up menu.
- ❑ An alert box opens and asks you to confirm the deletion. Click *OK.*

Clearing the Boxes

When you want to remove the contents of the return address, mailing address or the message box, you can either select the contents and press the delete (or backspace) key, or you can choose *Clear* from the box's pop-up menu.

Setting Defaults

With KiwiEnvelopes!, you can set one of your saved return addresses as the default return address so that it is always chosen when you open KiwiEnvelopes! You can also set defaults for the mailing address and message boxes.

- ❑ Choose the item you want to use as default from the pop-up menu.
- ❑ Choose *Set Default* from the pop-up menu.
- ❑ The address (or message) is now the default, and is marked with a black diamond when the pop-up menu is activated.

If you want to revert to a blank box as a default:

- ❑ Choose *Return Address, Mailing Address,* or *Message* from the appropriate pop-up menu.
- ❑ Choose *Set Default* from the pop-up menu

Please note that this is the way KiwiEnvelopes! is originally set-up: with the blank boxes as defaults.

Using Pictures

KiwiEnvelopes! allows you to paste a picture in any of the three boxes. Pictures can be as large as the envelope you are printing on. Although this option was originally conceived for return addresses with logos, you can also use it to create personal Christmas stationery or decorated envelopes. Remember that "Draw" type pictures (from MacDraw or the "Draw" layer of SuperPaint) look much better printed than "Paint" type pictures (from MacPaint or the "Paint" layer of SuperPaint). To paste a picture:

- ❑ Copy the picture to the Clipboard.

- ❑ Open KiwiEnvelopes!
- ❑ Click in the box where you want the picture to appear.
- ❑ Choose *Paste* from the *Edit* menu, or press ⌘-V.

In any box, you can choose between text or a picture. If you paste in a picture, you cannot type in text without losing the picture. When you use a picture, your return address text must be part of the picture itself. With programs such as SuperPaint and MacDraw, you can easily create a picture that includes text (such as a return address) before pasting it into KiwiEnvelopes!.

The Autopaste™ Feature

When you open KiwiEnvelopes!, or bring the KiwiEnvelopes! window to the front, the program analyses the contents of the Clipboard. If the Clipboard consists of text 25 to 200 characters long, KiwiEnvelopes! automatically pastes the text in as a mailing address and selects it. If you wish to replace it, just type, and the pasted text will be replaced by your entry. If you wish to revert to the original, just choose Undo or press ⌘-Z.

This feature can be toggled on and off by choosing *Autopaste™* from the *KiwiEnv* menu.

Bar Code Generation (Laser printer required)

You have probably noticed recently that your mail often comes with a series of little lines on the lower right corner of the envelope. These lines constitute a PostNet bar-code. Most often, they have been applied to the envelope by the U. S. Postal Service.

KiwiEnvelopes! can print this coded information on your envelopes to help the Postal Service handle mail efficiently. The Postal Service now uses machines to read addresses and sort automatically. Unfortunately, these machines are not designed to read most Macintosh fonts, and your mail has to be processed manually, which may delay delivery. With a bar-code imprint, your mail will be routed automatically with great accuracy and efficiency, and it may leave processing centers a day earlier. For bar-code generation, your mailing address *must* contain a Zip Code. The zip code must be composed of five digits or of five digits, a dash, and four digits. If, by some chance, your mailing address also contains something else, which looks exactly like a zip code, KiwiEnvelopes! and the Post Office may get confused.

To toggle bar code generation on and off, choose *Bar Code Generation* from the *KiwiEnv* menu.

Looking Up State Abbreviations and Postal Rates

If you need to check an official U.S. Postal Service state abbreviation or to find out how much postage to put on an envelope, choose *Postal Information...* from the *KiwiEnv* menu. It opens a window with two pages of information. The first page is a list of postal service abbreviations for all American states. The second page lists abbreviations for Canadian provinces and U.S. postal rate information. To move from the first page to the second, click the mouse. To return to KiwiEnvelopes!, just click the mouse again.

Using the Quick Help Screen

To access the KiwiEnvelopes! Quick Help screen, click on the KiwiEnvelopes! logo at the top of the window. The entire window will scroll down to reveal the Quick Help screen. Click on the Quick Help screen again to return to the KiwiEnvelopes! window.

Undo

KiwiEnvelopes! supports the *Undo* command. Actions that you can undo include: cutting, copying, pasting, selecting an address or a message, and deleting a picture or selected piece of text. The keyboard shortcut for *Undo* is ⌘-Z.

Print Preview and Print From Preview

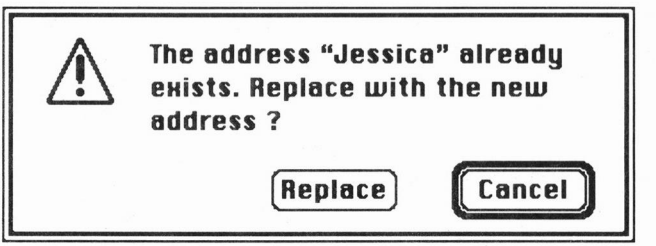
Click the *Preview* button to get a look at the effect of a new picture, return address, or some other adjustment, without having to print an envelope. A full-size preview screen of the printed envelope will appear. To see the entire envelope, click the *Zoom Out* button. Click *Zoom In* to return to the original view. To print directly from the preview screen, click the *Print* button.

Inside KiwiEnvelopes!

This section discusses in greater depth a few features introduced in the previous section, and it introduces a few additional features of KiwiEnvelopes!

Editing Saved Addresses and Messages

As soon as you type any change into an address that has already been saved, KiwiEnvelopes! breaks the link between the name in the pop-up menu and this new, edited address. Visually, you will notice that the pop-up menu switches from the name under which you saved the address (or message) to "Return Address," "Mailing Address," or "Message". This feature was implemented to protect a saved address from accidental modification. To save changes to a saved address, choose *Save* from the pop-up menu and enter the same name as the original. This will bring up the following alert box, which asks you to confirm the replacement.



Font Changes in Saved Addresses and Messages

If you limit your editing of a saved address to font, size and style changes only, KiwiEnvelopes! does not break the link with the saved version. However, the font change is only temporary. It is not recorded in the saved file unless you explicitly save the address after changing the font settings.

What the Hide Button Does

If you press the *Hide* button, the KiwiEnvelopes! window and menu vanish as if you had clicked the Close box in the title bar, but the addresses and settings most recently used are kept in memory. The window is simply hidden, not closed. This can be helpful if the printer was busy when you tried to print. (Note: If *Autopaste*™ is on, clipboard text may replace the mailing address with the clipboard's contents when KiwiEnvelopes! is reopened. You can choose *Undo* to recover.)

How KiwiEnvelopes! "Smart Cursor" Operates

If you have set a default address, the KiwiEnvelopes! smart cursor will automatically place the insertion point in the mailing address block when you open the DA. If you are printing on letterhead envelopes and do not want to print a return address, type a few spaces in the return address block and save it as a blank return address. Then make the "blank" the default address. Smart Cursor will skip the return address and go directly to the mailing address box, saving you the trouble of pressing the tab key or clicking in the mailing address box.

How KiwiEnvelopes! Places Your Mailing Addresses

Unlike simpler utilities, KiwiEnvelopes! analyses your entries, calculates how wide and tall your mailing address is going to be in the requested font, size, and style, then positions the starting point accordingly. No matter how large or small, your address block is always centered on the "ideal" point.

Page Setup and Print Job Dialog Boxes Bypass

One of the nicest features of KiwiEnvelopes! is that it bypasses the *Page Setup* and the *Print* dialog boxes in order to save you time. Should you ever want to set these manually, hold down the *Option Key* while clicking the *Print* button. This will bring up both dialog boxes in sequence.

The "Center Feed" Check Box

When KiwiEnvelopes! opens, it checks which printer is selected in the Chooser and what type of printer that is. Then, KiwiEnvelopes! consults its internal tables and adjusts all the print parameters for that printer type. If you use a type of printer not listed in the program's internal tables, the DA will not be able to set all printer parameters for you. Instead, the KiwiEnvelopes! window will display a "Center Feed" check box, letting you decide whether the envelope should be fed in the center or on the right side of the feeding tray. The "Center Feed" check box will also appear if KiwiEnvelopes! was not able to verify the printer because it was busy or turned off.

Faster Results On Laser Printers

Printing an envelope without pictures on a LaserWriter Plus using Background Printing will take anywhere from 25 to 75 seconds. If you use a complicated picture as a return address logo, printing could take a few minutes. If speed is important to you, we thought that you might want to know what you can do to make envelope printing as fast as possible:

Fixed Time Requirements

Just feeding a #10 envelope through the printer takes about 20 seconds. Preparing the print file and sending it to the printer (done automatically by KiwiEnvelopes!) takes an additional 16 seconds. These times can't be reduced without compromising the reliability of KiwiEnvelopes!

Variable Time Requirements

Font outline preparation inside the LaserWriter accounts for a large portion of the time required to print envelopes. You may have heard that fonts such as Times or Helvetica are built into the LaserWriter, but only a general mathematical description of the font is built in. When you ask for a particular font, such as Helvetica 10 point bold, the LaserWriter must pull the built-in general description of the Helvetica Bold font and prepare an outline for each character in 10-point size. In technical jargon, this is called "loading the font cache" and can take a full minute. In practical terms, if you use exactly the same font/size/style for the return address, mailing address and message, your envelope will print 15-30 seconds faster than if you use a different style for each, because building the font cache will be faster. Also, loading the cache for a simple font such as Helvetica is faster than for an ornate font such as Zapf Chancery. Lastly, when you print two different envelopes in succession using the same sets of fonts, the second envelope prints much faster because the cache is already built.

There are two things that can significantly increase printing times: Using fonts not contained in the printer (downloadable fonts) and using pictures. The amount of time required to process a picture is directly proportional to the complexity of the picture.

In summary, *for fastest printing:*

- Use simple or no pictures
- Use the same font/size/style for all boxes
- Use built-in printer fonts
- Use simple fonts

Bar Codes and Printing Time

U.S.P.S. bar code generation only takes an additional 2-4 seconds, a negligible amount of time considering the possible benefits.

Inside the Postal Service

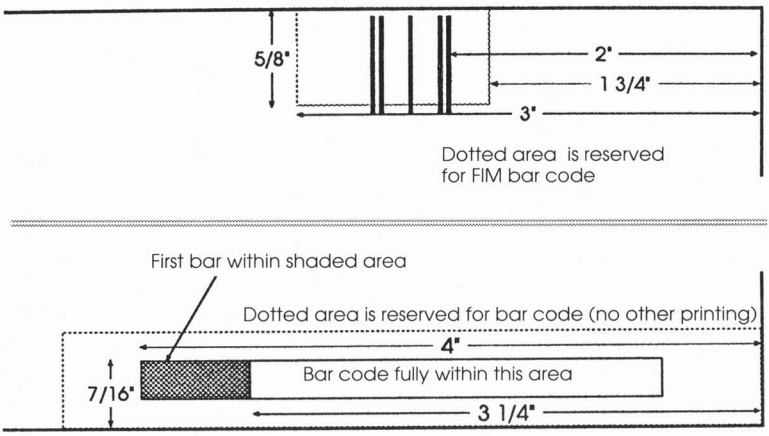
The Exacting Requirements of Bar Code Printing

A frequently asked question is: "Why won't you let me print bar codes with an ImageWriter? The bar codes on my incoming mail don't look any different."

In fact, it is the placement, not the resolution, of bar codes that is too exacting for dot-matrix printers and makes the use of laser printers mandatory. The Postal Service machine that reads bar codes (the "reader") is very selective about vertical placement where it starts reading. Also, the Postal Service will not be able to apply its own bar code if there is already something (a misplaced bar code) in the bar code area. After consultation with the U.S. Postal Service, we decided to limit bar-code generation to laser printers, whose control over bar-code placement on the envelope is adequate.

Printing Perfect Bar Codes

KiwiEnvelopes! was set with the assistance of the U.S. Postal Service to yield envelopes with a high readability rate. If you wish to fine tune your envelope-feeding technique to enhance the readability of your bar coded envelopes further , you can use the template below as a reference to print the "perfect" bar-coded envelope.



Bar Codes and Letter Mail Handling

The U.S.P.S. developed the PostNet bar code as part of a system designed to increase reliability, efficiency and cost effectiveness in mail delivery.

When your letter mail arrives at the post office processing center, it first goes to a **facer-canceler**. This machine flips or rotates the envelope so it faces the proper direction and cancels postage stamps. It also reads the top bar code on your envelope, called a **facing identification mark** (FIM) if present. The FIM printed by KiwiEnvelopes! indicates that the envelope is marked with a PostNet bar code. This permits the envelope to skip the next step and go directly to the **bar code sorter (BCS).**

Next, in the absence of a FIM, the letter mail is fed through high speed **optical character readers** (OCRs) which read the "city, state, zip" line of typed addresses on envelopes. If the address does not include a 9-digit (Zip + 4) zip code, the OCR also reads the street address line and matches it to a database to find the proper 9-digit zip code. It then encodes the zip code as a PostNet bar code and prints it on the envelope. Finally, it performs an initial sort on the mail. OCRs are capable of reading, bar-coding and sorting mail at the rate of 10 pieces per second. However, if your envelope cannot be read by the OCR, it goes to a reject bin for manual reading.

Further sorting is done by high-speed bar code sorters (BCSs) which read the PostNet bar codes and sort the envelopes accordingly. BCS processing is highly accurate and relatively inexpensive.

Because bar-coded letters can skip the OCR step, they may leave the processing center sooner and be delivered faster. The busier the post office is, the more likely that pre-encoding will save much time. However, the real speed benefit of the bar code is only realized if you use the full 9-digit zip code of your addressee. Often, you will not know the 9-digit zip code of an addressee; you may not even know your own. The U.S. Postal Service has a toll-free telephone number through which you can get the 9-digit zip code of any U.S. address. This number is (800) 228-8777. We encourage you to find out the 9-digit zip codes of the addresses you

Fast Mail without Bar Codes

If your mail is not bar coded, you will obtain faster service and better treatment by making sure that the OCRs can read it. The following U.S.P.S. guidelines for postal equipment compatibility in mail preparation were gathered from Publication 25 — *A Guide to Business Mail Preparation.* For more information, please contact your Postmaster.

The U.S.P.S. Voluntary Guidelines for Mail Preparation

- Use all capital letters and no punctuation.
- Use abbreviations whenever possible.
- Do not use italics or bold styles.
- Always use ZIP Code or ZIP+4 Code.
- Use 10- or 12-point type.
- Use fonts that are sans-serif (i.e. no serifs). Recommended fonts are Geneva and Helvetica. Fancy fonts confuse the OCRs.
- When using dot matrix printers (such as ImageWriters) be sure ribbon is dark and dots overlap.
- One-point letter spacing is recommended. Never kern mailing addresses.
- Words should have at least 1 to 2 em spaces between them. (An em space is the amount of space that the upper-case letter M would take if it were placed between the two words. In some fonts you might have to double or triple space between words.)
- Use 2 to 4 points of line spacing between lines. (Macintosh default is approximately 2 points when single spaced, except on extremely large fonts.)
- Close mail pieces on all sides and do not be seal them with buttons, wax, clasps, string or staples. Edges should be smooth with no notches or scallops.
- Printing should be dark and should contrast strongly with the envelope background (white paper is recommended).
- Avoid fluorescent papers.
- Recommended dimensions for automated processing:

	Minimum	Maximum	
Height	3.5"	6.125"	
Length	5.0"	10.5"	
Thickness*	.007"	.2"	*firmly compressed

- When using dual delivery addresses, such as a P.O. Box and a street address, mail will be delivered to the bottom address because OCRs read from bottom to top.
- Do not use intersection names such as 12th and Maple.

Standard Address Abbreviations

Alley	ALY	Fork	FRK	Pines	PNES
Annex	ANX	Forks	FRKS	Place	PL
Arcade	ARC	Fort	FT	Plain	PLN
Avenue	AVE	Freeway	FWY	Plains	PLNS
Bayou	BYU	Gardens	GDNS	Plaza	PLZ
Beach	BCH	Gateway	GTWY	Point	PT
Bend	BND	Glen	GLN	Port	PRT
Bluff	BLF	Green	GRN	Prairie	PR
Bottom	BTM	Grove	GRV	Radial	RADL
Boulevard	BLVD	Harbor	HBR	Ranch	RNCH
Branch	BR	Haven	HVN	Rapids	RPDS
Bridge	BRG	Heights	HTS	Rest	RST
Brook	BRK	Highway	HWY	Ridge	RDG
Burg	BG	Hill	HL	River	RIV
Bypass	BYP	Hills	HLS	Road	RD
Camp	CP	Hollow	HOLW	Row	ROW
Canyon	CYN	Inlet	INLT	Run	RUN
Cape	CPE	Island	IS	Shoal	SHL
Causeway	CSWY	Islands	ISS	Shoals	SHLS
Center	CTR	Isle	ISLE	Shore	SHR
Circle	CIR	Junction	JCT	Shores	SHRS
Cliffs	CLFS	Key	KY	Spring	SPG
Club	CLB	Knolls	KNLS	Springs	SPGS
Corner	COR	Lake	LK	Spur	SPUR
Corners	CORS	Lakes	LKS	Square	SQ
Course	CRSE	Landing	LNDG	Station	STA
Court	CT	Lane	LN	Stravenue	STRA
Courts	CTS	Light	LGT	Stream	STRM
Cove	CV	Loaf	LF	Street	ST
Creek	CRK	Locks	LCKS	Summitt	SMT
Crescent	CRES	Lodge	LDG	Terrace	TER
Crossing	XING	Loop	LOOP	Trace	TRCE
Dale	DL	Mall	MALL	Track	TRAK
Dam	DM	Manor	MNR	Trail	TRL
Divide	DV	Meadows	MDWS	Trailer	TRLR
Drive	DR	Mill	ML	Tunnel	TUNL
Estates	EST	Mills	MLS	Turnpike	TPKE
Expressway	EXPY	Mission	MSN	Union	UN
Extension	EXT	Mount	MT	Valley	VLY
Fall	FALL	Mountain	MTN	Viaduct	VIA
Falls	FLS	Neck	NCK	View	VW
Ferry	FRY	Orchard	ORCH	Village	VLG
Field	FLD	Oval	OVAL	Ville	VL
Fields	FLDS	Park	PARK	Vista	VIS
Flats	FLT	Parkway	PKY	Walk	WALK
Ford	FRD	Pass	PASS	Way	WAY
Forest	FRST	Path	PATH	Wells	WLS
Forge	FRG	Pike	PIKE		

Printer Issues

More on ImageWriter Vertical Positioning

A few users asked us to remove the few line feeds generated by the ImageWriter prior to printing the envelope. Since the line feeds push the first printing line lower than it would be otherwise, they force you to position the envelope quite low to begin with. On ImageWriter I printers, you may have to compromise between envelope jam incidence and proper placement. Unfortunately, the line feeds are generated by the printer driver (the ImageWriter file in your system folder) not by KiwiEnvelopes!, so we cannot remove them. One solution is to use envelopes with an extra long flap. The Xerox Corporation markets long-flapped, business-size envelopes that allow the ImageWriter I to print the return address at the very top of the envelope. You can order them directly from Xerox by calling (800) 822-2200 (part# 3R3116, $45.95 for a thousand).

Slippery Business

If you experience slippage of envelopes on older printers, we suggest taking your printer to your Apple-authorized dealer for routine cleaning and maintenance, as the rubber on the platen may be worn.

Insert Next Sheet Dialog

Many users told us they dislike the ImageWriter-specific additional step of clicking *OK* in the manual-feed dialog box ("insert next sheet"), and have asked us to remove it. Unfortunately, (once again) the manual-feed dialog is not our doing, but part of the ImageWriter driver, so we cannot remove it. Suppressing the dialog would not be a good idea anyway, because it protects you from accidentally printing without an envelope on the platen, which would soil and may damage the rubber coating of the platen.

LaserWriter II Tricks

For best positioning of a U.S.P.S. bar code, feed the envelope before the LaserWriter II requests it (before the red light comes on). Do this because, in a manual feed job, the LaserWriter II prints at a slightly different location depending on whether or not the rubber "grabber rollers" are rotating when the envelope is inserted.

GCC's Personal Laser Printer

KiwiEnvelopes! 3.0 was designed in cooperation with GCC Technologies to support the Personal Laser Printer, using the PLP driver version 2.2. If you are using an earlier version of this software, contact your dealer for an upgrade.

For technical reasons beyond our control, positioning of the return address on the PLP is not as close to the left edge of the envelope as we would like to see it (about 0.6 in.).

Paper Jams

If you get a paper jam condition, you will have to clear the paper path by opening the printer hood. The next item printed may be of inferior quality, so you may want to run a piece of scrap paper through. From time to time, the LaserWriter prints one or more blank envelopes (often, but not necessarily, with a black vertical streak) for no apparent reason. This is not peculiar to KiwiEnvelopes! and is under investigation.

Print Quality

Some users noted that when printing envelopes, the printed image does not appear as dark as it would on a sheet of paper. There is nothing that software or the Macintosh can do to control print quality, it is a function of the printer. If you experience a lighter than normal image, check your ribbon or toner cartridge per the instructions in the printer owner's manual. In the case of laser printers, it is a consequence of printer design that the thicker the paper, the less dense the print will be.

Printer Verification Bypass

The printer verification process may be bypassed for the benefit of certain older print spoolers which are not compatible with our verification procedure. Holding down the mouse button while opening the DA will activate the bypass and display the "center feed" check box in the main window. In this case, the *Page Setup* and the *Print* dialog boxes appear when you click the KiwiEnvelopes! print button, and you have to set printing parameters manually.

-Section 10-

Problems ?

Questions

If a feature of KiwiEnvelopes! misbehaves, or if you cannot figure out how a particular feature works, you can call us, send us E-Mail or write our technical support department. We will be happy to help you, but *please*, first try to find the answer in this manual.

Did You Say "Bug"?

If you have consistent problems with KiwiEnvelopes!, first try re-installing it. Sometimes Font/DA Mover does not get the job done the first time around. If that fails, try installing it on a floppy diskette with a completely standard system folder (a copy of Apple's System Tools disk, with no non-Apple desk accessories or INIT files). Start your Macintosh with that disk. If it works, there is something non-standard about your system that is incompatible with KiwiEnvelopes! Please hunt it down and let us know about it.

When you call or write us, we need to know your KiwiEnvelopes! disk serial number, as well as what type of Macintosh, what type of printer, and what version of the System file and Finder file you are using. We will also want to know which DAs, INITs, and cdevs are installed in your Macintosh system. We can be reached at:

Kiwi Software, Inc.
6546 Pardall Road
Santa Barbara, CA 93117-4842
(805) 685-4031

MacNet: KiwiSoftware
AppleLink: D0862
Compuserve: 73207,1276

Write down the serial number from your KiwiEnvelopes!
Master Disk here: KE301977RA

- Appendix 1 -

Installing KiwiEnvelopes! with Font/DA Mover

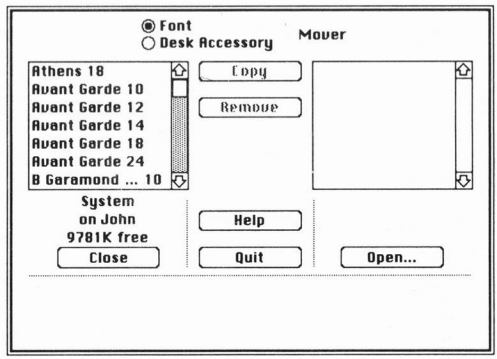
KiwiEnvelopes! is a Desk Accessory like the Chooser or the Scrapbook. Unlike an application, it is not accessed by double clicking on its icon. Instead, you must install it in your Macintosh so it is always listed under the Apple menu. Apple's Font/DA Mover is the most common way to install a desk accessory in your system file. Here's how to do it:

- ❑ If you are using Vaccine, please see the warning on page 3.

- ❑ Insert your locked backup copy of the KiwiEnvelopes! disk into the disk drive. For your convenience, we included a copy of the Font/DA Mover on this disk.

- ❑ Start the Font/DA Mover by double-clicking on its icon. This opens a window similar to the one pictured below. The window on your screen will not look quite the same as the illustration because it reflects the configuration of a Macintosh with different disk names, fonts and DAs installed.

- ❑ Click on the *Desk Accessory* radio button. As a default, Font/DA Mover opens ready to move fonts. But right now, you want to install the KiwiEnvelopes! DA. After a few seconds, the list on the left displays the DAs currently installed in your System File.



- ❑ Click the *Open...* button on the right to bring up a standard *Open* dialog box. Select and open the KiwiEnvelopes! file from the KiwiEnvelopes! disk. This brings the Font/DA Mover back into view. The name of the KiwiEnvelopes! file appears now on the right-hand list.

- ❑ Select "KiwiEnvelopes! 3" from the right-hand list by clicking it.

- ❑ Click the *Copy* button. The Font/DA Mover will install KiwiEnvelopes! into your system file. This process takes about a minute, during which the pointer displays the watch icon and you will notice some disk activity.

- ❑ When the watch icon turns back into an arrow, the name "KiwiEnvelopes! 3" appears in the System DA list on the left as well as in the right hand list. Click the *Quit* button. You have installed KiwiEnvelopes!

Possible Error Messages

There are two error messages that you might see at this point:

- ❑ If you run the Font/DA Mover under MultiFinder, an alert box will inform you that newly installed DAs will not appear in your Apple menu until you restart you Macintosh. This is quite normal. You will need to restart your Macintosh in order to see KiwiEnvelopes! listed under the Apple menu.

- ❑ You may also get a message stating that you cannot have more than 15 DAs in your system. In such case, you will have to sacrifice a currently installed DA to make space for KiwiEnvelopes! To remove a DA from the system: Click on the DA's name in the System list (on the left), and click the *Remove* button. Once this operation is completed, you need to attempt again to install KiwiEnvelopes! as explained above. If you really want to keep more than 15 DAs at a time, you should use a commercial DA manager software such as Suitcase™.

-Appendix 2-

60-Day Satisfaction Guarantee

Should you be dissatisfied with KiwiEnvelopes! during a period of sixty (60) days from the date of purchase as evidenced by the receipt, you may return all copies of the software and its documentation in its original packaging to the original place of purchase for a full refund. Kiwi Software shall have no responsibility, however, to issue a refund or replacement for disks or documentation damaged by accident, abuse, neglect, or misapplication. If you purchased the software directly from Kiwi Software, you must contact us to obtain a Returned Merchandise Authorization Number (RMA) in order to receive a refund. No returns will be accepted without an RMA number.

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